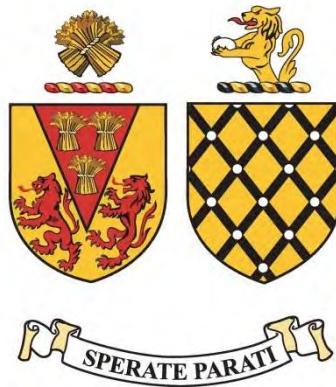


Watford Grammar School for Girls



Sims Learning Gateway

User Guide for Parents



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Introduction

All schools have a database in which student information is stored and this information is accessed through software called a Management Information System (MIS). The SIMS Learning Gateway (SLG) Student site enables students to access the SIMS school database over the Internet.

Prerequisites

In order to access the SLG Student site, you need a reliable, fast Internet connection (basic broadband is sufficient).

Please check the following table to make sure that your Internet browser is compatible:

Internet Browser	PC	Mac
Internet Explorer 9.x	✓	✗
Internet Explorer 8.x	✓	✗
Internet Explorer 7.x	✓	✗
Mozilla Firefox 5.x	✓	✓
Mozilla Firefox 4.x	✓	✓
Safari 5.x	✓	✓

Security

The data stored and exchanged by schools is highly sensitive and therefore security must be a priority.

It is your responsibility to ensure that your user name and password are kept private. Whilst the software has been designed to prevent access to highly personal student information, access to the site must be restricted. If the option is available, do not select the **Remember my password** check box when logging into the site because this would enable anyone with access to your computer to log into the site.

Always log out of the website when you are not using it, otherwise you may leave it open for use by unauthorised people.

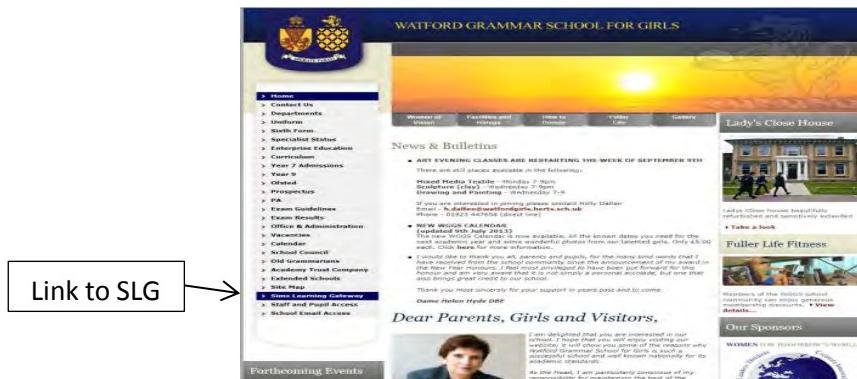
Logging into the SLG Student Site

1. Using a web browser (such as Windows® Internet Explorer or Firefox) you can :

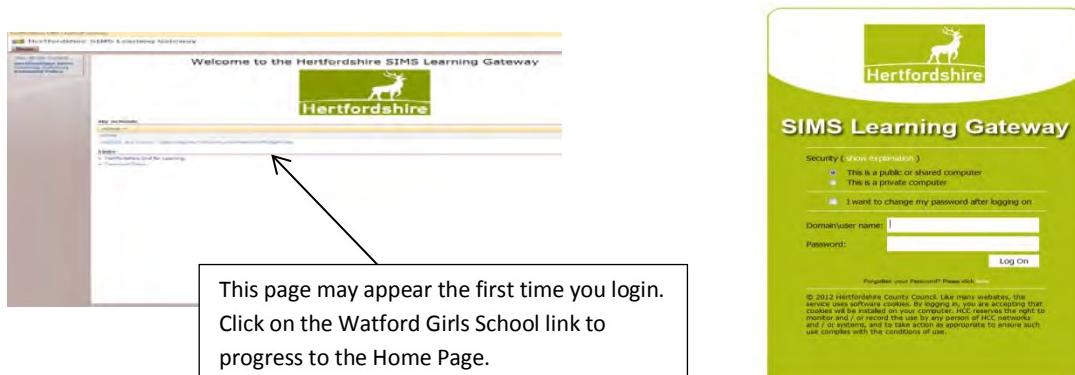
- i. Enter the address of the SLG Student site.

[Https://slg.lea.herts.sch.uk/schools/watfordgirls/slgi](https://slg.lea.herts.sch.uk/schools/watfordgirls/slgi).

- ii. Click on the link on the school website.



2. A login screen is displayed. Enter the login details that have been provided to you by the school.



IMPORTANT NOTE: *Do not select the **Remember my password** check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.*

IMPORTANT NOTE: *Users have found that using Google Chrome as a web browser has caused problems when changing your password for the first time.*

3. If this is the **first time** you have logged into the SLG Student site, must change your password. Follow below :
4. Enter your old password
5. Enter your new password in the **New Password** and **Confirm New Password** fields. *Please note password requirements overleaf:*

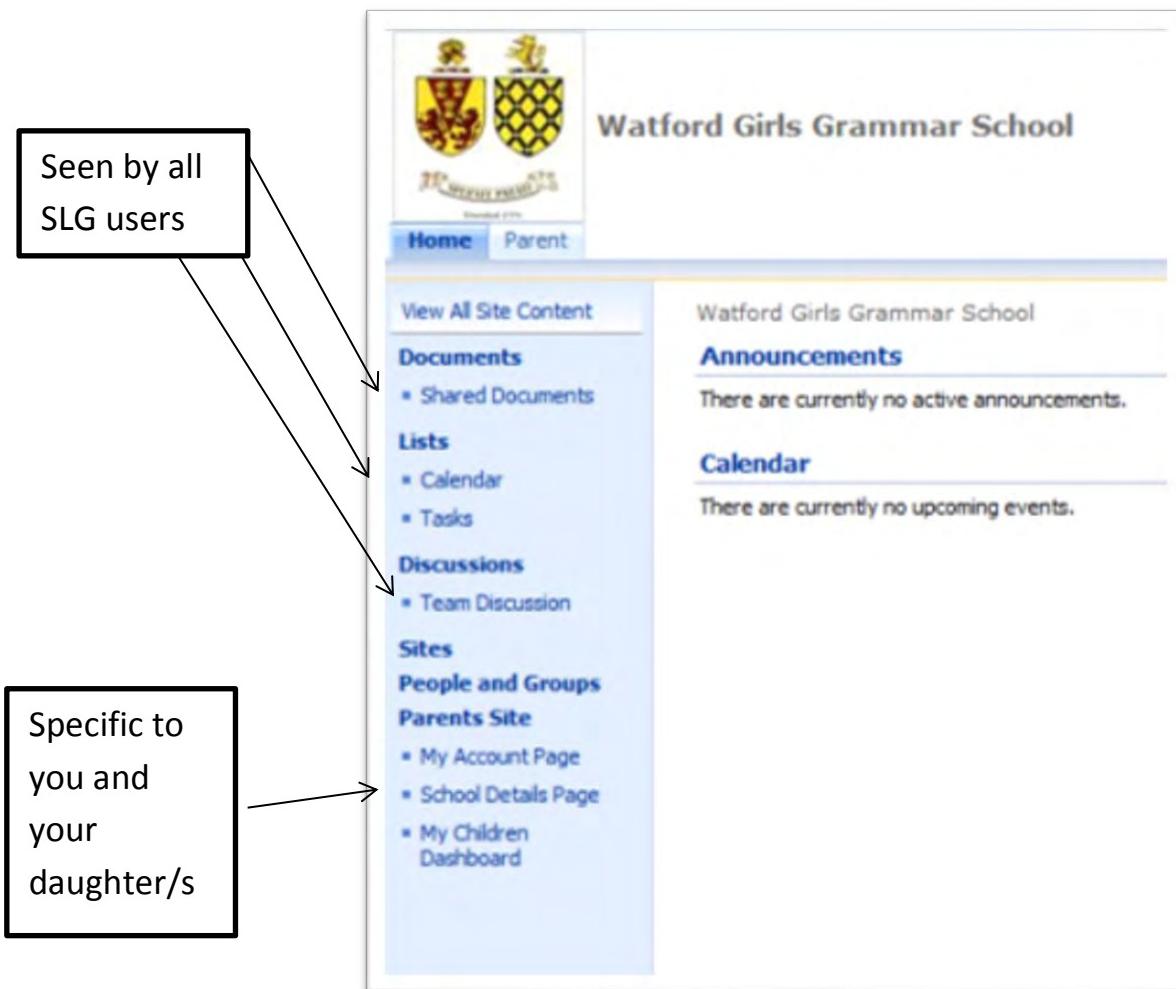
Passwords must be at least 7 characters in length
Passwords must contain at least 1 upper case, 1 lower case, and 1 numeric character
Passwords cannot contain more than 2 consecutive characters from either the user's full name, or their username
Passwords must be changed once a year (365 days) - you will be prompted to do this
You cannot reuse any of your previous 5 passwords

6. Click the **Change** button. You will now see a message confirming the **successful change of the password** or **that the credentials entered are not valid** and you will be returned to the initial login screen.

The screenshot shows the homepage of the Watford Girls Grammar School Parents Site. At the top, there is a navigation bar with links for Home, Parents, View All Site Content, Documents, Shared Documents, Lists, Calendar, Tests, Discussions, Team Discussion, and People and Groups. Below the navigation bar, the main content area features the school's crest and the title "Watford Girls Grammar School". Under "Announcements", it says "There are currently no active announcements.". Under "Calendar", it says "There are currently no upcoming events.". On the right side, there is a "Links" section with the school's crest and the text "There are currently no favorite links to display.".

The Home Page

This Home Page will change over time as the use of the SLG grows. The information here will be the same for all parents.



Managing Your User Account



Click the **My Account Page** link on the Navigation Bar to display the **My Account** page. From here you can:

- view your personal details
- change your password
- change your security question and answer.

Viewing Your User Account Details

The **View My User Account** panel displays your details as stored by the system. If any of these details are incorrect, please use the data collection sheet, go to Page 10.

This screenshot shows the 'View My User Account' panel for a user named Francis Abbot. The fields displayed are:

View My User Account - Francis Abbot	
First Name	Francis
Last Name	Abbot
Current Home Address	16 Brickberry Close Hampton Hargate Peterborough PE7 8AR United Kingdom
Email Address	frankiea@hotmail.com
User Name	AbbotFranc@slg.allinone
User Name (pre-Windows 2000)	SLGALLINONE\AbbotFr

Changing Your Password

1. In the **Change My User Account Password** panel, enter your **Old Password**.

This screenshot shows the 'Change My User Account Password' panel. It includes fields for Old Password, New Password, and Confirm New Password, along with a Change button.

Change My User Account Password	
Your new password must comply with this site's Password Policy	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="button" value="Change"/>	

2. Enter your new password in the **New Password** and **Confirm New Password** fields.

NOTE: There may be a password policy you have to comply with, to make sure it is hard for other people to guess your password. For example, it may have to contain at least one capital letter and one number, and be sufficiently different from passwords you have used in the past.

3. Click the **Change** button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

Changing Your Security Question and Answer

IMPORTANT NOTE: The school has set up the option to reset your password in case you have forgotten it, you must perform this procedure immediately after first logging into the site.

1. In the **Change Security Question and Answer** panel, enter a question in the **Security Question** field.

This Security Question and Answer is used if you ever forget your password

Security Question

Security Answer

Change

slens  supporting services

NOTE: The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your mother's maiden name, your first school or favourite pet.

2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

Forgotten Your Password?

1. Using a web browser, enter the address provided by the school for resetting your password. The **Request New User Account Password** page is displayed.

The screenshot shows a web page titled "Request New User Account Password". At the top right is a "Back" link. Below it is a text input field with placeholder text "Enter the User Account you wish to request a new password for, in the format: "DomainName\UserName"". The input field contains the value "User Name\jeen Abbey\AbbotFranc". At the bottom is a "Continue" button.

2. Enter your **User Name** and click the **Continue** button.

The screenshot shows a web page titled "Request New User Account Password". At the top right is a "Back" link. Below it is a text input field for "Security Question" containing "Favourite music". Below that is a text input field for "Security Answer" containing "Rock ballads". At the bottom are two buttons: "Back" and "Request".

3. Enter your **Security Answer** to the **Security Question** and click the **Request** button.

If the password is requested successfully, the following message is displayed and your new password is emailed to you:

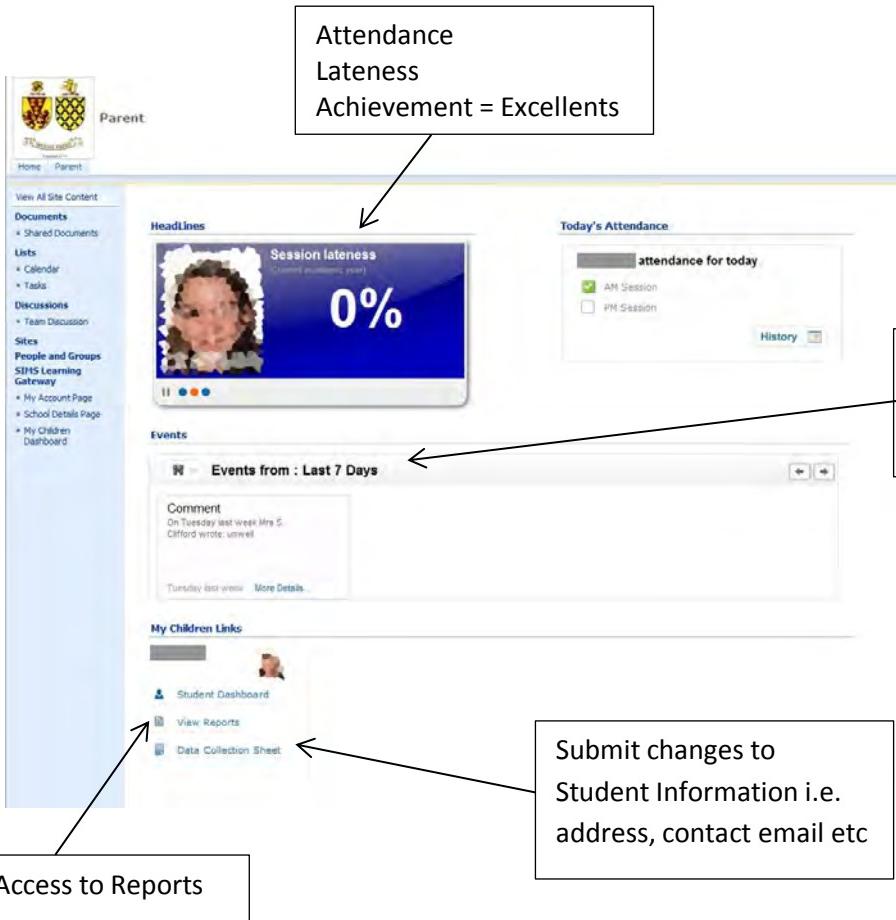
The screenshot shows a web page titled "Request New User Account Password". At the top right is a "Back" link. Below it is a message: "New password successfully requested. You will be required to change your new password at next logon." At the bottom are two buttons: "Back" and "Request".

NOTE: If your user account has no email address, or you have attempted and failed to answer the security question, you are advised to contact the school for assistance.

Viewing Your Daughters' Information

Sites
 People and Groups
SIMS Learning Gateway
 ■ My Account Page
 ■ School Details Page
 ■ My Children Dashboard

The **Student Dashboard** displays your daughters' basic information.



Attendance
Lateness
Achievement = Excellents

Information received regarding absence or lateness

Access to Reports

Submit changes to Student Information i.e. address, contact email etc

Updating your Daughters' or Parents' Information

You may use the SLG to inform the school of changes to your or your daughters' personal information i.e. address, contact telephone number or email address.



1. Open the **Student Dashboard** page.
2. Click on the **Data Collection Sheet**.
3. Click on the arrow to the right of the screen to continue.

4. The first page will be about your daughter. Select the information you wish to change and click on the pencil icon. A **Modify** button will appear.



5. The next page will be about the parents' details.

At the end of the process you will be asked to **Finish**. Once this has happened the data collection icon will disappear from your data dashboard page. The school will then process the change and once it has been updated you will see the changes on the SLG.

Student Session Attendance

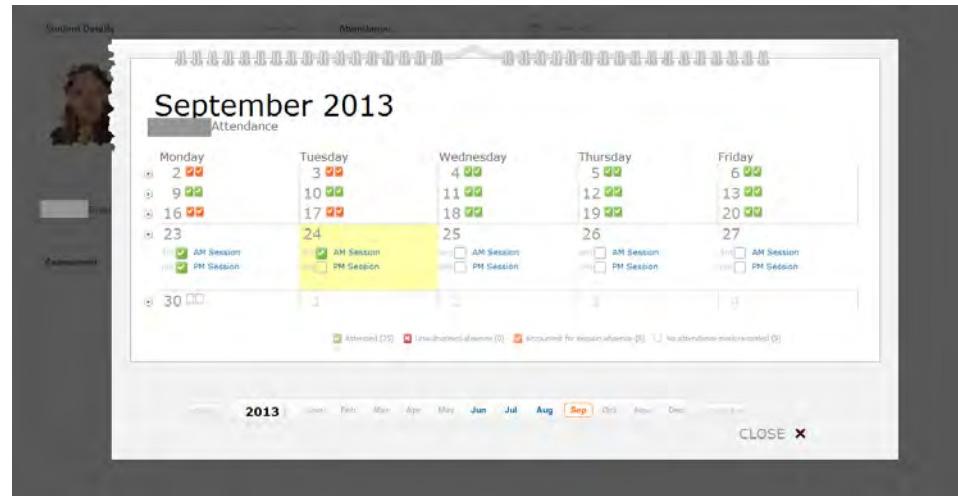
The screenshot shows a navigation menu on the left with links like 'Documents', 'Lists', 'Discussions', 'Sites', 'People and Groups', 'SHTS Learning Gateway', 'My Account Page', 'School Details Page', and 'My Children Dashboard'. The main area has a 'Headlines' section with a large image of a student and the text 'Session lateness 0%'. Below it is an 'Events' section titled 'Events from : Last 7 Days' with a comment from 'Mrs S. Clifford' about being unwell. At the bottom is a 'My Children Links' section with links to 'Student Dashboard', 'View Reports', and 'Data Collection Sheet'.

The Student Session Attendance Summary

Summary panel displays an analysis of your session marks. The school day is split into two sessions, morning and afternoon. Session attendance marks are used to keep a record of your attendance at session registration.

Click the **More Info** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table at the bottom of the page describes what the various session marks mean.

This screenshot shows the 'Student Details' section with fields for Preferred Name (redacted), Year Group (0), and Reg Group (SF). It also shows a 'Timetable' button. To the right is an 'Attendance' section with a chart titled 'Session Attendance (Sep 23 2013 – Sep 24 2013)' comparing 'Pupil' and 'Year' attendance. The legend indicates: Unauthorised Absence (red), Present (green), and Authorised Absence (blue).



Student Time Table

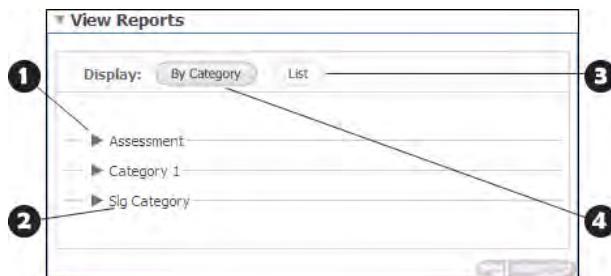
The **Student Timetable** page displays your daughter's timetable for a selected date. To change the view of the timetable, click the **Day**, **Week** or **Month** button. To change the date range displayed, click the **Previous Week** or **Next Week** buttons adjacent to the date.

The screenshot shows a weekly student timetable for the week starting September 9, 2013. The days of the week are listed along the top: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Each day has a grid of time slots from 8:00 AM to 1:00 PM. The grid is divided into four periods: Period 1 (8:00-8:45 AM), Period 2 (8:45-9:30 AM), Period 3 (9:30-10:15 AM), and Period 4 (10:15-11:00 AM). Each period contains a list of subjects and their descriptions. For example, on Monday, Period 1 includes Mathematics (JDG-H1), Art (ALK-A2), and Spanish (FES-T1). The interface includes navigation buttons for 'Previous Week' and 'Next Week', and a 'Month' view button. On the left, there is a sidebar with links for 'View All Site Content', 'Documents', 'Lists', 'Discussions', 'Sites', 'People and Groups', 'SMHS Learning Gateway', and 'My Children Dashboard'.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9 8:00 AM Mon1 - Mathematic - JDG - H1 9:45 AM Mon2 - Mathematic - JDG - H1 10:15 AM Mon3 - Spanish - FES - T1 ~ 6 more items	10 8:00 AM Tue1 - IT - PC, IP - H1 9:45 AM Tue2 - Geography - KF - 4 10:15 AM Tue3 - Pe - CL ~ 5 more items	11 8:00 AM Wed1 - Art - ALK - A2 9:45 AM Wed2 - Art - ALK - A2 10:15 AM Wed3 - Mathematic - JDG - H1 ~ 6 more items	12 8:00 AM Thu1 - Spanish - FES - T1 9:45 AM Thu2 - Spanish - FES - T1 10:15 AM Thu3 - Pe - CL ~ 6 more items	13 8:00 AM Fri1 - Science - WH - P1 9:45 AM Fri2 - English - GHC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 ~ 5 more items	14	
15 8:00 AM Mon1 - Mathematic - JDG - H1 9:45 AM Mon2 - Mathematic - JDG - H1 10:15 AM Mon3 - Spanish - FES - T1 ~ 6 more items	16 8:00 AM Tue1 - IT - PC, IP - H1 9:45 AM Tue2 - Geography - KF - 4 10:15 AM Tue3 - Pe - CL ~ 5 more items	17 8:00 AM Wed1 - Art - ALK - A2 9:45 AM Wed2 - Art - ALK - A2 10:15 AM Wed3 - Mathematic - JDG - H1 ~ 6 more items	18 8:00 AM Thu1 - Spanish - FES - T1 9:45 AM Thu2 - Spanish - FES - T1 10:15 AM Thu3 - Pe - CL ~ 6 more items	19 8:00 AM Fri1 - Science - WH - P1 9:45 AM Fri2 - English - GHC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 ~ 5 more items	20	21
22 8:00 AM Mon1 - Mathematic - JDG - H1 9:45 AM Mon2 - Mathematic - JDG - H1 10:15 AM Mon3 - Spanish - FES - T1 ~ 6 more items	23 8:00 AM Tue1 - IT - PC, IP - H1 9:45 AM Tue2 - Geography - KF - 4 10:15 AM Tue3 - Pe - CL ~ 5 more items	24 8:00 AM Wed1 - Art - ALK - A2 9:45 AM Wed2 - Art - ALK - A2 10:15 AM Wed3 - Mathematic - JDG - H1 ~ 6 more items	25 8:00 AM Thu1 - Spanish - FES - T1 9:45 AM Thu2 - Spanish - FES - T1 10:15 AM Thu3 - Pe - CL ~ 6 more items	26 8:00 AM Fri1 - Science - WH - P1 9:45 AM Fri2 - English - GHC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 ~ 5 more items	27	28
29 8:00 AM Mon1 - Mathematic - JDG - H1 9:45 AM Mon2 - Mathematic - JDG - H1 10:15 AM Mon3 - Spanish - FES - T1 ~ 6 more items	30 8:00 AM Tue1 - IT - PC, IP - H1 9:45 AM Tue2 - Geography - KF - 4 10:15 AM Tue3 - Pe - CL ~ 5 more items	1 8:00 AM Wed1 - Art - ALK - A2 9:45 AM Wed2 - Art - ALK - A2 10:15 AM Wed3 - Mathematic - JDG - H1 ~ 6 more items	2 8:00 AM Thu1 - Spanish - FES - T1 9:45 AM Thu2 - Spanish - FES - T1 10:15 AM Thu3 - Pe - CL ~ 6 more items	3 8:00 AM Fri1 - Science - WH - P1 9:45 AM Fri2 - English - GHC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 ~ 5 more items	4 8:00 AM Fri1 - Science - WH - P1 9:45 AM Fri2 - English - GHC - 4 10:15 AM Fri3 - Rel Stud - CC - 23 ~ 5 more items	5

Viewing Reports

The View Reports panel provides access to your published profile and assessment reports.



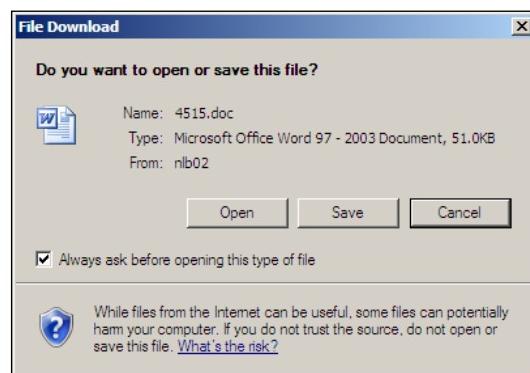
①	Click the triangle to display all the reports in the category.
②	Categories are assigned by the school. Similar reports are grouped together.
③	Click the List button to display all reports as a list with the most recent on top.
④	Click the By Category button to sort reports.

To view an online report:

- In the View Reports panel, locate the report you wish to view. Use the By Category and List buttons to help locate the report you require.



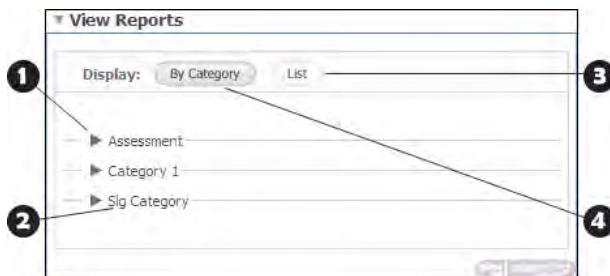
- Click the report you wish to view to display the File Download dialog.



- Click the Open button to display the online report.

Viewing Reports

The View Reports panel provides access to your published profile and assessment reports.



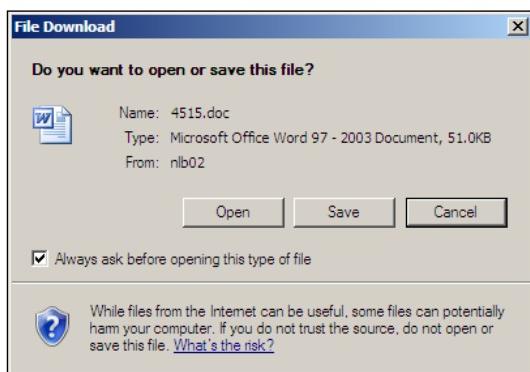
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To view an online report:

- In the View Reports panel, locate the report you wish to view. Use the By Category and List buttons to help locate the report you require.



- Click the report you wish to view to display the File Download dialog.



Important Note : Microsoft Windows Vista and Windows 7 users might be prompted for their log in credentials. If prompted, enter your SLG User name and Password again and click the OK button to view the online report.

- Click the Open button to display the online report.